

Helpful Hints for Completing the SF 424

The SF 424 is a standard form used to apply for many different kinds of Federal assistance. The following hints explain how to complete the form if you are a community (government entity) which has been identified in the Environmental Protection Agency's (EPA) annual funding law to receive a grant to build facilities that supply and distribute drinking water, or collect and treat wastewater.

- | Item: | Entry: |
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| <p>1. Check the "Construction" box under Application Type. Leave the other boxes blank.</p> <p>2, 3, and 4. Make no entry in these boxes.</p> <p>5. Enter the legal name of primary governmental entity which will undertake the project. Include the complete mailing address, county, and the name and telephone number of the person to contact on matters related to this application. That person may be an officer of the governmental entity, a consultant, or an engineer. Enter the entity's Dunn and Bradstreet Data Universal Numbering System (DUNS) number in the box provided.</p> <p>6. Enter the primary governmental entity's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.</p> <p>7. Enter the appropriate letter in the space provided.</p> <p>8. Check the appropriate box and enter the appropriate letter(s) in the space(s) provided:</p> <ul style="list-style-type: none"> - "New" means a new assistance award. - "Continuation" means an extension for an additional funding/budget period for an existing grant with a projected completion date. - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. <p>9. Enter "U.S. Environmental Protection Agency"</p> <p>10. Fill in the number "66-606 in the boxes and enter the name of the Federal law which made the funding available.</p> <p>11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location.</p> <p>12. List only the largest political entities affected (e.g., State of _____, _____ County, City of _____).</p> | <p>13. For Start Date, use first day of the month. For Ending Date, use last day of the month.</p> <p>14. Insert the number of the Congressional District of the governmental entity and that of the location(s) where the project will be constructed.</p> <p>15. Enter the amount requested or to be contributed by each contributor. The amount of the Federal contribution should be the same as the Federal grant amount. The value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate the amount of the change. For decreases, enclose the amounts in parentheses. If the Federal grant will fund both wastewater and drinking water costs, enter the total amount and show breakdown on an attached sheet using the same categories as item 15.</p> <p>16. Applications for Federal assistance are subject to the intergovernmental review process required by the Demonstration Cities and Metropolitan Development Act and Federal Executive Order 12372. Delaware, Maryland, West Virginia, and the District of Columbia have a State Single Point of Contact (SPOC). Applicants in these states must send notice of their intent to apply for Federal funding to the SPOC office. A list of SPOC offices can be found at: http://www.whitehouse.gov/omb/grants/spoc.html If you are located in either Pennsylvania or Virginia, you must send notice of your intent to apply for Federal funding to your Regional Planning District office. Either office is afforded 60 days to review your notice. You may, however, request an accelerated review.</p> <p>17. This question applies to the primary governmental unit which will undertake the project, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>18. To be signed by the authorized representative of the applicant. You must submit with the grant application a copy of the governing body's authorization for this person to sign the application as its official representative.</p> |